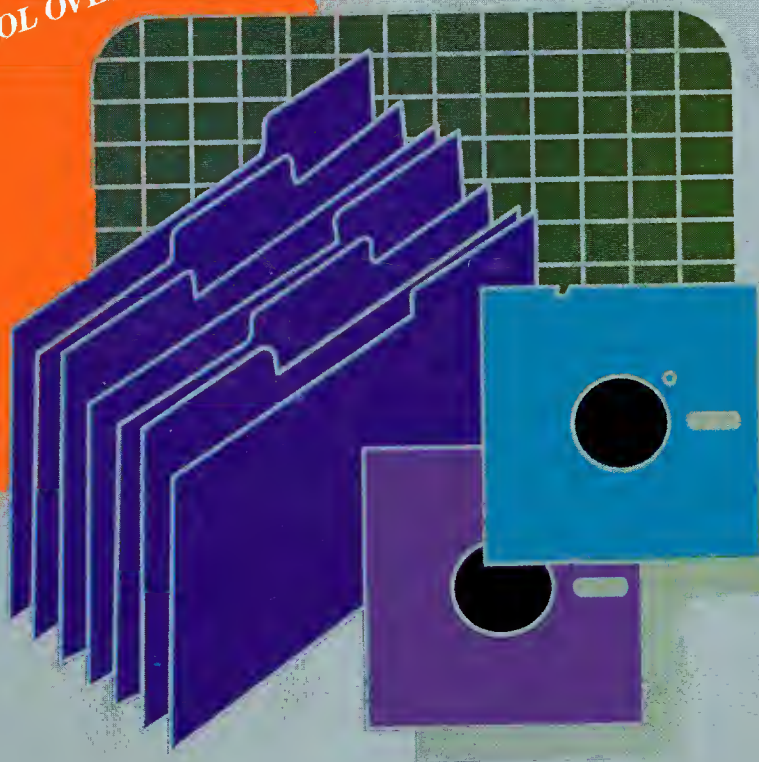# TIMEOUT FILEMASTER ™

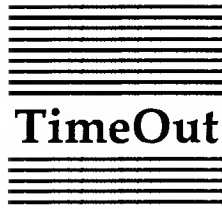## TOTAL CONTROL OVER YOUR FILES AND DISKS FROM INSIDE APPLEWORKS™!

TIMEOUT FILEMASTER Copyright © 1987 by Randy Brandt

TimeOut FileMaster™

File and Disk Manager for AppleWorks™
by Randy Brandt

Contents

Chapter 1

Welcome to TimeOut FileMaster

TimeOut FileMaster™ is a TimeOut application designed to handle all of your file handling needs inside AppleWorks™. It also offers powerful disk-related features, making it a replacement for packages such as Apple's *System Utilities*.

FileMaster is compatible with macro programs. We strongly recommend *TimeOut UltraMacros* because it was designed specifically for TimeOut users. Besides that, it's the best macro program available, providing new and ready-to-use AppleWorks commands for the novice, and giving the expert a programming language with unequalled power.

What You'll Need

- a copy of your *AppleWorks STARTUP* disk to install TimeOut on (unless you already have TimeOut on your AppleWorks disk)
- the *FileMaster* disk
- an AppleWorks data disk with some files
- a blank formattted data disk for experimenting with FileMaster

If you have not already installed TimeOut on your *AppleWorks STARTUP* disk, you will need to read all of chapter 2. If TimeOut is already installed, read only the section called *Copying Applications to the TimeOut Application Disk* (on page 7).

After installing TimeOut and FileMaster, you can either go through the FileMaster Tutorial in chapter 3, or you can go directly to the FileMaster Reference in chapter 4.

> *Note: This manual assumes that you are familiar with AppleWorks and the AppleWorks method of doing things (e.g. selecting menu options, etc.) If you're not, then refer to the appropriate sections of your AppleWorks manuals.*
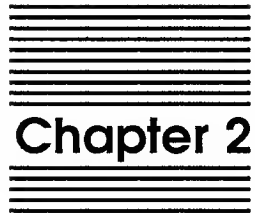
Chapter 2

Installing TimeOut

TimeOut FileMaster is provided on both 5.25-inch and 3.5-inch disks. Before using your *TimeOut FileMaster* disk, please take a moment to make a backup copy of the disk you will be using. Since the disks are not copy-protected, you may use any standard disk duplication program such as *Filer, System Utilities, Copy II Plus,* or Beagle Bros' *TimeOut FileMaster*. Be sure to write-protect your original disk so you don't accidentally overwrite it. Please do this now.

Beagle Bros software isn't copy-protected. That makes it easier for you to use and easier to make backup copies. Please support us in our commitment to supply friendly, easy-to-use software by not giving away copies to your friends.

TimeOut Compatibility

TimeOut is compatible with AppleWorks versions 2.0 and later. If you have an earlier version, contact your dealer about getting an update from Apple. You must also have the USA version. TimeOut does not work with foreign language versions of AppleWorks.

TimeOut is compatible with most enhancements to AppleWorks including *Super MacroWorks, AutoWorks, Applied Engineering's desktop expander, Checkmate's desktop expander,* and the *Pinpoint accessories.*

If you are installing TimeOut with other AppleWorks enhancements, we recommend that you install TimeOut last. The only exception is if you are also using the Pinpoint desktop accessories. Always install Pinpoint last.

Installation

Once your backup copy has been made, boot your *TimeOut FileMaster* disk by placing it in your boot drive and turning your computer off and back on or by pressing Control-Open-Apple-Reset.

Soon the title screen will appear. The menu contains three options:

1. Update AppleWorks

2. Read NOTES

3. Quit

Select Read NOTES. This will inform you of any changes to TimeOut FileMaster that have been made since this instruction manual was printed.

After you have read the *NOTES*, you will return back to the TimeOut startup screen. This time select Update AppleWorks.

The TimeOut Menu

You must now specify whether or not you would like TimeOut to sort the list of TimeOut applications in the TimeOut menu. The names will be sorted alphabetically if you specify Yes. Otherwise, they will appear in the same order as they do in the disk catalog. By specifying No, you decide the order of the names in the TimeOut menu by placing them on your TimeOut applications disk in the order that you want.

Location of TimeOut Applications

The next step is to indicate where TimeOut should look for the TimeOut applications. All of the TimeOut applications must be placed on the same disk. This can be a hard disk, a RAM disk, a floppy disk, or any ProDOS disk device. (See *Copying Applications to the TimeOut Application disk* on page 7.) The choices you have are:

1. AppleWorks STARTUP disk

2. Slot and Drive

3. ProDOS directory

The simplest approach is to place the TimeOut applications on your *AppleWorks STARTUP* disk. By doing that, you never have to search for a separate TimeOut applications disk. If you have a hard disk or a 3.5-inch disk, you can place them in the same directory or subdirectory with your AppleWorks STARTUP program (APLWORKS.SYSTEM).

If you have more than one disk drive, you may want to dedicate one drive to your TimeOut applications. You may specify either Slot and Drive or ProDOS directory to indicate where the TimeOut applications disk will be. For more information on ProDOS directories, see the section in your AppleWorks manual called *ProDOS, prefix for filenames*.

Location of AppleWorks

The next step is to indicate where your AppleWorks STARTUP program is so TimeOut can be installed. You may specify either Slot and Drive or ProDOS directory. After indicating the location of AppleWorks, press a key and your AppleWorks STARTUP program will be updated with TimeOut.

Reinstalling TimeOut

After you have already installed TimeOut, if you need to change the applications disk location or the order of the menu, you can reinstall TimeOut by following the same steps for initial installation. This will only work if you have not installed any other AppleWorks enhancement programs since you installed TimeOut. If you have then you may need to completely reconfigure AppleWorks.

Copying Applications to the TimeOut Application Disk

If you are using other TimeOut applications, you will need to copy FileMaster to your TimeOut applications disk. Otherwise, you can use the FileMaster disk as your TimeOut applications disk.

Use any standard file copy program such as the *Filer, System Utilities, Copy II Plus,* or *File Master.* You will need to copy the following files:

TO.FILEMASTER

TO.UTILITIES

Note: You may not need to copy the file TO.UTILITIES if it's already on your TimeOut application disk.

Starting up AppleWorks with TimeOut

When you start up AppleWorks with TimeOut installed, you should see the TimeOut title screen before you reach the AppleWorks main menu. TimeOut will scan your TimeOut applications disk looking for TimeOut applications.

```
File: None                      GETTING STARTED
═══════════════════════════════════════════════════════════════
┌─────────────────────────────────────────────────────────┐
│        TIMEOUT Integrated AppleWorks Applications        │
│                                                          │
│             Copyright 1987, by Alan Bird                 │
│                                                          │
│                    (version 1.0)                         │
└─────────────────────────────────────────────────────────┘

Loading:

 FileMaster
 Utilities




─────────────────────────────────────────────────────────────
Press Escape to cancel loading applications into memory   1029K Avail.
```
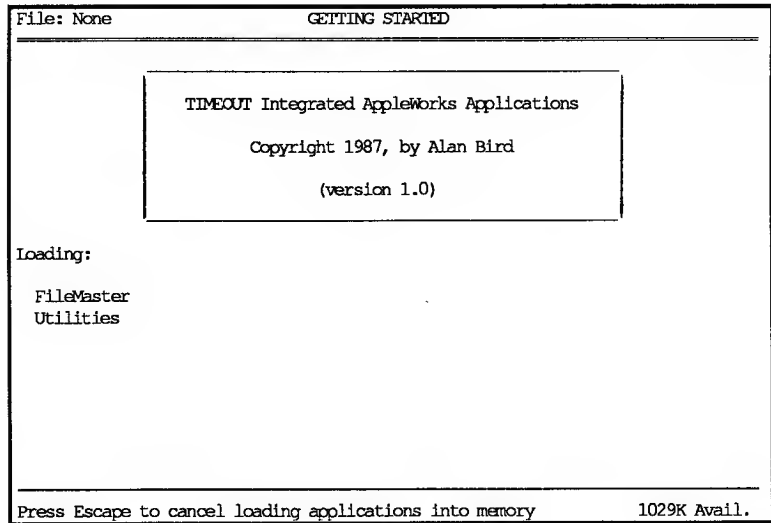
Note: If you receive a message indicating that TimeOut is getting errors trying to load the TimeOut applications, it means that TimeOut is unable to find the applications. At this point you must insert your applications disk if you have not already done so. If you have inserted your applications disk and are still getting errors, you either do not have any applications on the disk or your disk has been damaged. You will need to create a new applications disk.

If you do not see a TimeOut title screen, you have not installed TimeOut correctly. Go back to page 4 and start over.

As TimeOut identifies each TimeOut application, they are listed on the screen. An asterisk ("*") before the application name indicates that it is memory-based. You may press Escape at any time to cancel loading memory-based applications (see page 45-47 for an explanation of memory-based applications).

Accessing TimeOut Applications

While you are using AppleWorks, you may call up the TimeOut menu at any time by holding down the Open-Apple key and simultaneously pressing the Escape key. A menu similar to the following will appear (you may have fewer or more applications than this):

```
TimeOut Menu

1.  FileMaster
2.  Graph
3.  QuickSpell
4.  SideSpread
5.  SuperFonts
6.  UltraMacros
7.  Utilities
```
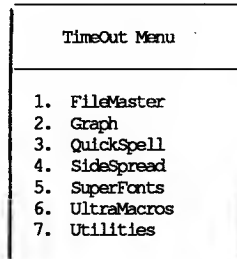
Use the up and down arrow keys or type a number to select an application, then press Return (press Escape if you don't want to make a selection). If your applications are not memory-based, be sure your TimeOut applications disk is in the drive when you press Return. Otherwise, you will be prompted to insert your TimeOut application disk.
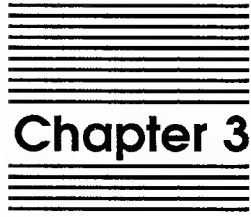
Chapter 3

FileMaster Tutorial

FileMaster works just like AppleWorks in its method of choosing menu options. Simply highlight your choice and press RETURN.

AppleWorks' OPEN-APPLE-E and OPEN-APPLE-H commands also work normally. Two OPEN-APPLE commands are changed from their AppleWorks usage. OPEN-APPLE-Q returns you to the FileMaster main menu from anywhere in FileMaster, and OPEN-APPLE-? is not available. You'll have to read this documentation if you need help.

The FileMaster Main Menu

This section (and all following sections) assume that you are using a copy of AppleWorks which has FileMaster installed on it. It also assumes that you are familiar with the OPEN-APPLE-ESCAPE command to call up the TimeOut menu.

1. Start up AppleWorks and add a file to the Desktop from your data disk.
2. Use OPEN-APPLE-ESCAPE to call up the TimeOut menu.
3. Select FileMaster; if it isn't listed on the menu, go back to the section called *Copying Applications to the TimeOut Application disk* on page 7.

When FileMaster has been loaded, four Main Menu options will be
displayed:

```
┌─────────────────────────────────────────────────────────────┐
│ Disk: Disk 2 (Slot 6)              FILEMASTER                │
│ ─────────────────────────────────────────────────────────── │
│    ┌─────────────────────┐                                   │
│    │ FileMaster          │                                   │
│    │                                                         │
│    │                                                         │
│    │      1.  File Activities                                │
│    │                                                         │
│    │      2.  Disk Activities                                │
│    │                                                         │
│    │      3.  Version                                        │
│    │                                                         │
│    │      4.  Quit to AppleWorks                             │
│    │                                                         │
│    │                                                         │
│    └─────────────────────                                    │
│                                                              │
│ ─────────────────────────────────────────────────────────── │
│ Type number, or use arrows, then press Return    1077K Avail.│
└─────────────────────────────────────────────────────────────┘
```
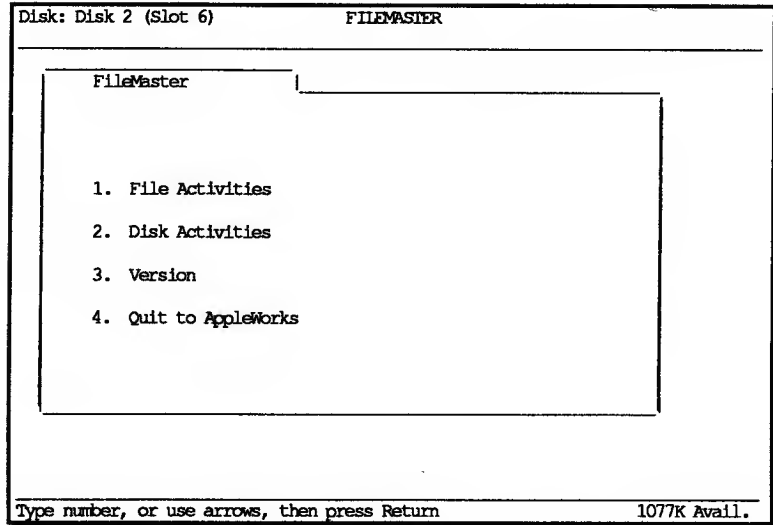
File Activities

From the FileMaster main menu select `File Activities` and you will see the following:

```
┌─────────────────────────────────────────────────────────────────────┐
│ Disk: RAMDisk (Slot 5)         FILE ACTIVITIES        ESCAPE: FileMaster │
│ ─────────────────────────────────────────────────────────────────────── │
│     ┌─────────────────────┐                                           │
│     │ FileMaster          │                                           │
│     │   ┌─────────────────────────┐                                   │
│     │   │ File Activities         │                                   │
│     │   │                         │                                   │
│     │   │  1.  List files         │                                   │
│     │   │                         │                                   │
│     │   │  2.  Copy files         │                                   │
│     │   │  3.  Compare files      │                                   │
│     │   │                         │                                   │
│     │   │  4.  Rename files       │                                   │
│     │   │  5.  Delete files       │                                   │
│     │   │                         │                                   │
│     │   │  6.  Lock files         │                                   │
│     │   │  7.  Unlock files       │                                   │
│     │   │                         │                                   │
│     │   │  8.  Change file type   │                                   │
│     │   │  9.  Clear backup bit   │                                   │
│     │   │                         │                                   │
│     │   └─────────────────────────┘                                   │
│ ─────────────────────────────────────────────────────────────────────── │
│ Type number, or use arrows, then press Return          16K Avail.      │
└─────────────────────────────────────────────────────────────────────┘
```
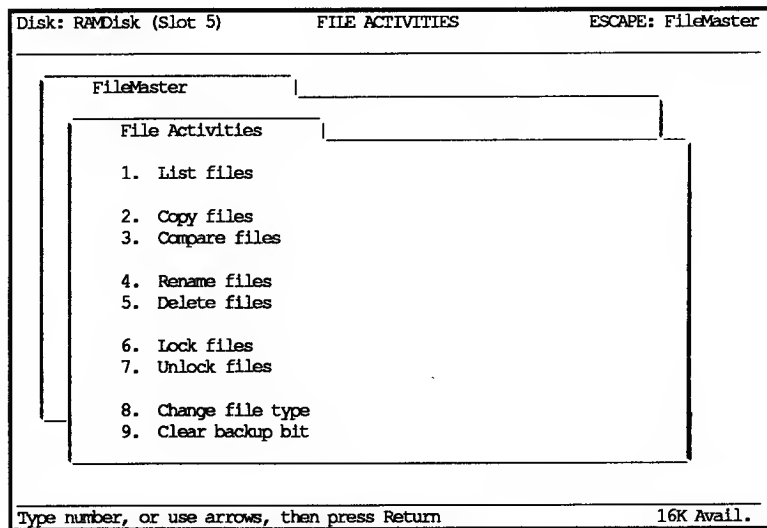
The `File Activities` menu offers nine selections. Each one of these menu options needs to show you a list of files so that you can select which files to work with. Normally the disk or pathname shown at the top left of the screen is used. To use a different disk or pathname, press OPEN-APPLE-RETURN when selecting the menu option. The `Change Current Disk` menu described on page 39 will then let you select a new disk.

List files

Press RETURN with the cursor on `List files` to see the list of files on your data disk.

The `List files` option is similar to its AppleWorks counterpart, except that more information is given (see `The File List` section on page 35 for details). When you've finished looking at the list, press RETURN or ESCAPE to get back to `File Activities`.

Copy files

The `Copy files` option copies any files from one disk or directory to another, even if the two disks have the same name.

1. Choose this option now. You are first prompted to choose the source disk:

```
Disk: Disk 1 (Slot 6)          CHOOSE SOURCE          Escape: Copy files
_____

      FileMaster                 |_____
                                                                     |
         Copy files                |_____ |
                                                                    | |
            Choose source            |_____ | |
                                                                  | | |
            Disk drives you can use:                              | | |
                                                                  | | |
            1.  The current disk: Disk 1 (Slot 6)                 | | |
            2.  Add a subdirectory                                | | |
            3.  Drop a subdirectory                                  |
                                                                    |
            4.  RAMDisk (Slot 7)                                    |
            5.  Disk 1 (Slot 6)                                     |
            6.  Disk 2 (Slot 6)                                     |
            7.  Disk 1 (Slot 5)                                     |
            8.  ProDOS directory                                    |

_____
Type number, or use arrows, then press Return          1073K Avail.
```
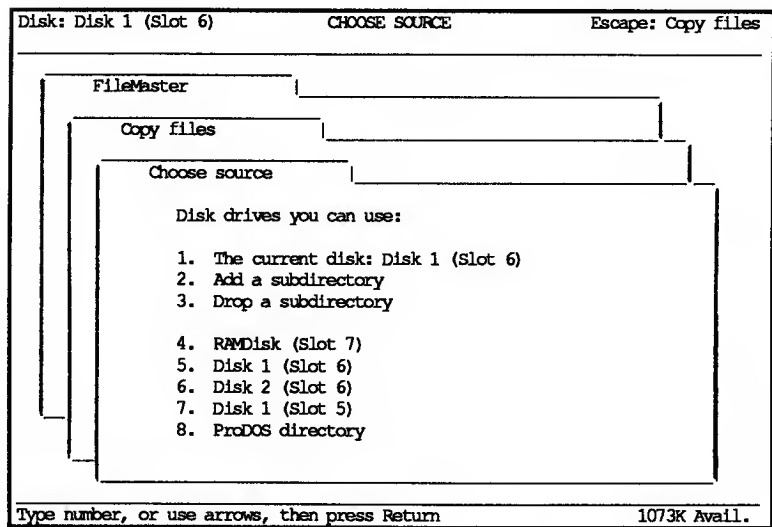
The current disk will display the AppleWorks current data disk or pathname (unless you've changed it). The source disk is where the files will be copied *from*.

2. Press RETURN to accept your data disk as the source disk. You are then prompted for the destination. The destination disk is where the files will be copied *to*.

3. Press RETURN to accept the same drive for the destination. You will swap between your data disk and the blank disk. If you have multiple drives, you can select a different drive for the blank disk.

4. You will be asked to verify that the proper drives have been selected. If a pathname has been chosen, it will also have the slot and drive listed:

```
Path: /BOOT/UM                    COPY FILES          ESCAPE: File Activities
_____

        FileMaster              |_____
          Copy files            |_____|
        Copy from: /BOOT/UM (S7,D1)

                 to: /BOOT/UM (S5,D1)




_____
Is this correct?  No   Yes
```
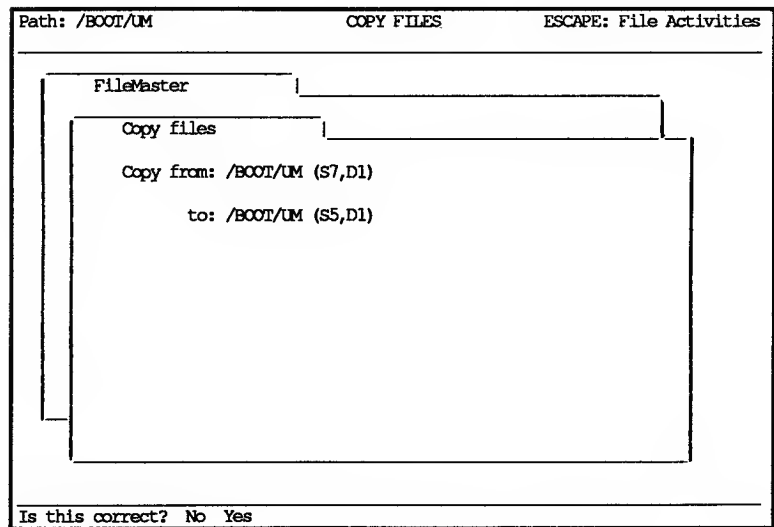
This ensures that the proper drives are being used when copying between disks with the same name.

5. Press Y for Yes. You are prompted to insert the SOURCE disk and press Return. Press RETURN to display a list of source files.

6. Pick the desired files using the Right arrow key, and then press RETURN (or OPEN-APPLE-RETURN for the Expert Mode described on page 39). The following prompt appears:

```
Automatically replace existing files?  No  Yes
```

7. If you select No, you will be prompted each time that a file to be copied already exists on the destination drive. At that point you can decide whether to replace it or not. If you select Yes, the new file will automatically replace any existing one.

8. Press RETURN for No and the next prompt is given:

```
Keep original file dates?  No  Yes
```

9. If select No, the current AppleWorks date will be used for the new file's date and time.

10. The first selected file will be read into memory. You are then prompted to insert the DESTINATION disk. Place it in the drive and press RETURN.

11. The file is copied to the second disk. If multiple files were selected, you will be prompted to insert the SOURCE disk again, unless you're using multiple drives. When the selected files have been copied, you are returned to the FileMaster File Activities menu.

12. You may now experiment with any of the remaining File Activities, or press ESCAPE and select Disk Activities from the main menu in order to continue with the tutorial.

Note: FileMaster can copy any size file, as long as that file is entirely on one disk.

Note: FileMaster's copy option clears the backup bit. This means that copied files (both the original and the duplicate) are marked as having been backed up. See "The File List" on page 35 for more details.

Warning- copying to the RAM disk also clears the backup bit, but leaves you with only one permanent copy of the file.

Disk Activities

The Disk Activities menu offers eight selections. Most of these options automatically go to the Change Current Disk menu. The two options that just use the current disk are Rename directory and Create subdirectory. Press OPEN-APPLE-RETURN when selecting either one of these if you want to display the Change Current Disk menu. Here are the Disk Activities:

```
Path: /boot/aw              DISK ACTIVITIES           ESCAPE: FileMaster
_____

     FileMaster                |_____
                               |
         Disk Activities       |_____|
                               |                                 |
         1.  List disks

         2.  Copy a disk
         3.  Compare disks

         4.  Rename directory

         5.  Erase a disk
         6.  Format a disk

         7.  Create subdirectory
         8.  Copy a subdirectory


     _____
     Type number, or use arrows, then press Return        30K Avail.
```
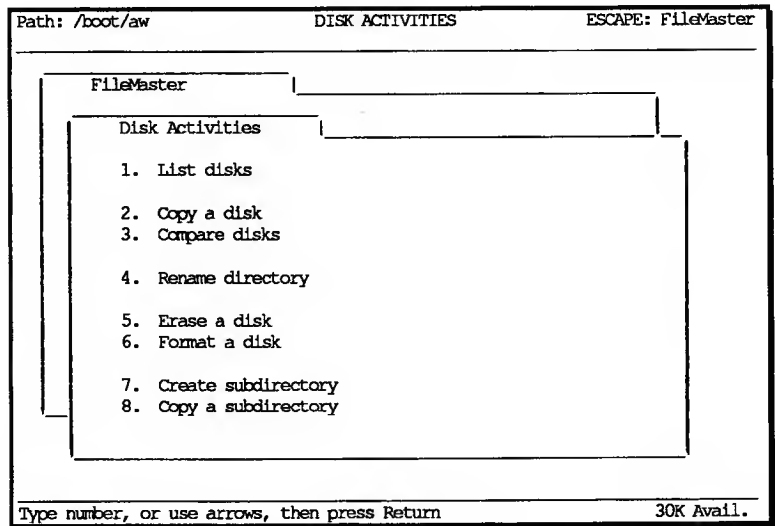
List disks

1. Choose `List disks` to display all possible disk drives along with the name of the current disk found in each drive. This prompt is given:

       Ignore non-existent drives?   No   Yes

   Non-existent drives are second drives that are not physically present, but are listed by AppleWorks anyway. For example, a IIc user may have an internal drive, but not an external drive. AppleWorks will list both as valid drives. If you select `Yes`, the non-existent drives will be removed from AppleWorks' drive list and will not appear until next time you boot AppleWorks.

2. Press `Y` to select `Yes`. This prompt will not be repeated the next time that you list disks because all non-existent drives have already been removed.

   All available drives and disks are listed:

```
Disk: RAMDisk (Slot 7)              LIST DISKS              Escape: Disk Activities

      FileMaster                 |
        Disk Activities          |
          List disks             |


             RAMDisk (Slot 7)       /BOOT
             Disk 1 (Slot 6)        /APPLEWORKS
             Disk 1 (Slot 5)        /




Press Space Bar to continue                                        1067K Avail.
```
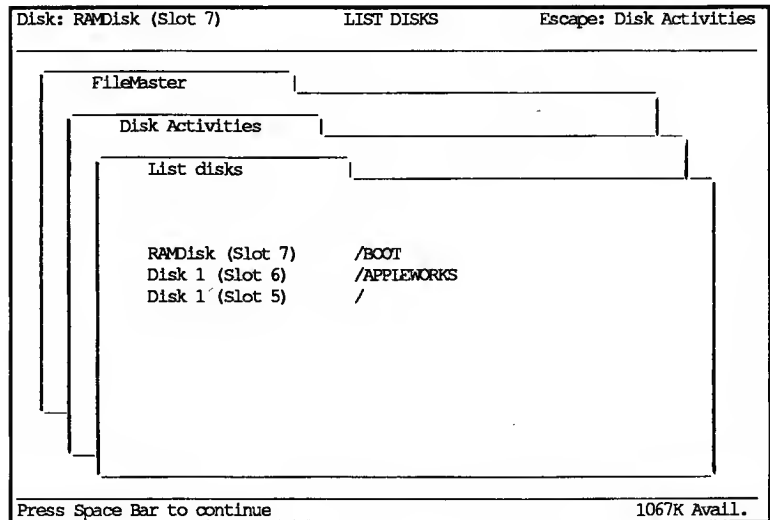
If a drive does not contain a readable disk, no name is given. Press the space bar to return to the `Disk Activities` menu.

Copy a disk

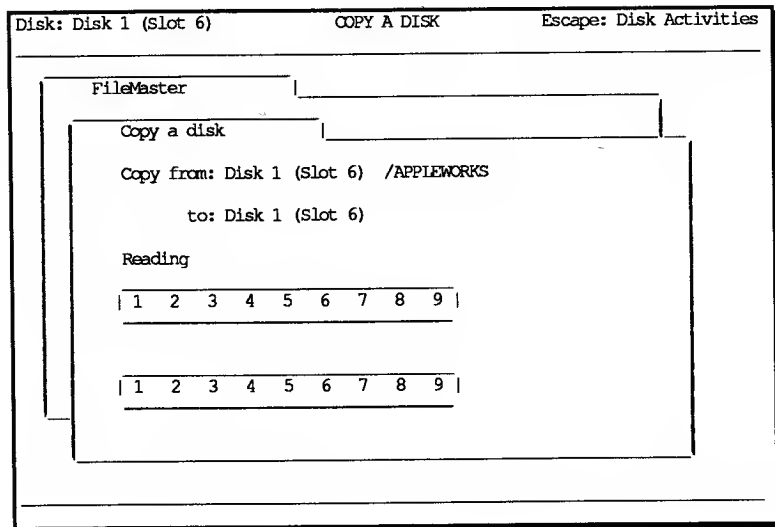The `Copy a disk` option copies any unprotected ProDOS disks of 800K or less. The disks can be 5.25", 3.5" or RAM disks.

1. Select `Copy a disk`. You are asked to specify the source and destination disks just as with the `Copy files` example. Subdirectories can't be copied with this option, so you are forced to choose disk location names, not pathnames.

2. Choose your data disk drive for both the source and destination. The following screen will appear:

```
Disk: Disk 1 (Slot 6)              COPY A DISK          Escape: Disk Activities

      FileMaster              |
         Copy a disk          |
         Copy from: Disk 1 (Slot 6)   /APPLEWORKS

                 to: Disk 1 (Slot 6)

         Reading
         | 1   2   3   4   5   6   7   8   9 |


         | 1   2   3   4   5   6   7   8   9 |
```
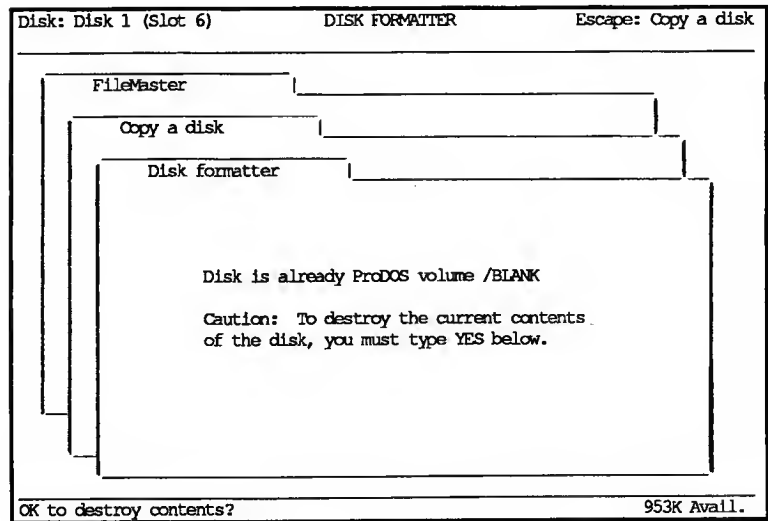
As much of the source disk as possible is read into memory. A scale marked from 1-9 indicates the approximate percentage of the total disk that has been read. Only actual data is read, so a partly full disk will suddenly *zap* the scale to the end. This is normal, so don't panic! All valid data will be copied.

When the maximum amount of data has been read, this message will be displayed (unless you're copying between two different drives):

```
Insert DESTINATION disk and press Return
```

3. Obey it. The disk formatter file card is then displayed and the destination disk is examined. If the disk is unformatted, it is automatically formatted. If it is already a formatted disk, you are shown this:

```
Disk: Disk 1 (Slot 6)          DISK FORMATTER          Escape: Copy a disk
    ┌─────────────────────────────────────────────────────────────────
    │   FileMaster              |_____
    │   ┌───────────────────────────────────────────────────────────
    │   │   Copy a disk          |_____
    │   │   ┌───────────────────────────────────────────────────────
    │   │   │   Disk formatter    |_____
    │   │   │
    │   │   │
    │   │   │
    │   │   │           Disk is already ProDOS volume /BLANK
    │   │   │
    │   │   │           Caution:  To destroy the current contents
    │   │   │           of the disk, you must type YES below.
    │   │   │
    │   │   │
    │   │   │
    │   │   │
OK to destroy contents?                                    953K Avail.
```

4. Type YES to copy over this disk, or press ESCAPE to abort the copy. If you entered YES, the data is written to the disk.

FileMaster allows any disk size to be copied to another, as long as the destination disk is not smaller than the source disk. This feature is handy if you have a RAM disk of less than 800k. Let's say you have enough memory for a 500k RAM disk. FileMaster can copy it to a 3.5" disk. The 3.5" disk will then show only 500k total capacity if accessed, but it can be used normally, and can be quickly copied back into your RAM disk with FileMaster the

next time you boot AppleWorks. (Incidently, *TimeOut UltraMacros* can automatically load a RAMDisk when AppleWorks is started.)

If you have lots of memory and the entire disk was read into memory (in one pass), you are given the option of writing out multiple copies of the disk without having to read the source disk again:

```
Copy another disk?    No    Yes
```

5. Press Y to copy another disk, press N to return to the Disk Activities menu, or press ESCAPE to change the prompt to Compare another disk. ESCAPE will continuously toggle between *copy* and *compare* until you select Y or N. This allows you to copy an entire disk, and then to compare it, ensuring that the copy was perfect.

This feature works the same way on the Compare disk menu option, so you can first compare two disks to see if they're different and then make a copy. This is especially handy for users with only one drive of a particular size who get tired of swapping disks.

Note: If you haven't yet done so, use "Copy a disk" to make a backup copy of the original FileMaster disk. Never work with originals!

Note: The OPEN-APPLE-H command to print the screen is confused by the MouseText characters used to make the read/write scales. Don't use OPEN-APPLE-H at this screen unless you like to waste paper.

Version

Choose `Version` from the FileMaster main menu. The FileMaster
version number and a copyright message will appear on the screen.
You will need to know the version number if you ever contact Beagle
Bros with questions about FileMaster.
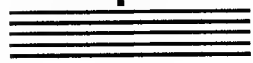
Pressing the space bar will return you to the FileMaster main menu.

Quit to AppleWorks

Highlight `Quit to AppleWorks` and press RETURN if you need
to get some work done now; if not, read on to learn more about
FileMaster. When you do quit, you will be returned to the exact
place in the file where you left from. Pressing OPEN-APPLE-
RETURN (instead of just RETURN) will set the AppleWorks data
disk to the current FileMaster disk setting if you want.

Chapter 4

FileMaster Reference

Configuring FileMaster

Using Utilities, you may define the default pathnames for disk and file copy or compare activities.

1. Boot a copy of AppleWorks which has FileMaster and Utilities installed.

2. Press OPEN-APPLE-ESCAPE to call up the TimeOut menu.

3. Select Utilities.

4. Press RETURN to select Configure.

5. Choose FileMaster.

6. Enter your choices for the default source and destination locations. These choices will be the defaults each time that you select FileMaster from the TimeOut menu.

7. Press ESCAPE several times to get back to AppleWorks.

8. Select FileMaster from the TimeOut menu.

9. Try a copy or compare. The defaults will be whatever you defined.

Because it is quite large, most users will want to leave FileMaster as a disk-based application. However, if desktop space is not a problem and your applications are not on a RAM disk, you may want to configure it as a RAM-based application using the Utilities.

File Activities

List files

List files shows you a list of the files on your data disk.

It is similar to its AppleWorks counterpart, except that more information is given (see The File List section on page 35 for details). When you've finished looking at the list, press RETURN or ESCAPE to get back to File Activities.

Copy files

The Copy files option copies any files from one disk or directory to another, even if the two disks have the same name. (See page 15 for a full description of how to use this option.)

Compare files

The Compare files option lets you compare two files to see if they're the same. Use the same procedure as Copy files to select the source and destination drives. The difference is that only one file can be compared at a time.

The compare option examines the actual file data only. It ignores differences in the file name, file type, lock status, back up status, and date. These things can be compared by looking at the file list.

Rename files

The Rename files option allows you to change the name of any files in the current directory. After the files are selected, you are prompted for new names. This part works like the OPEN-APPLE-N command used to rename the current desktop file in AppleWorks.

To change the name of a disk, use the Rename directory option from the Disk Activities menu.

Delete files

The Delete files option works the same as its AppleWorks counterpart.

Lock files

The Lock files option locks files so that they can't be accidently deleted, renamed, or replaced.

Unlock files

The Unlock files option unlocks files so that they may be deleted, renamed or replaced by saving a new version.

Change file type

The Change file type option allows you to change any file's type to any other type. This is useful if a communications program sends you a file in text form and you wish to convert the file to its original type.

When you select a file to change, you will be given a menu of possible types. The file's current type will be highlighted. Choose the desired type. If you select "???", you will be prompted for a

file type number. Enter a ProDOS file type number from 1 to 255. The file type will then be changed.

Warning- Do NOT use this option unless you know what you're doing. You can't use it to convert Data Base files to Spreadsheet files, or things like that.

Clear backup bit

The `Clear backup bit` option will mark any selected files as backed up. This is useful if you plan to copy an entire disk and don't want files marked as not being backed up (see page 36 for more about the backup bit).

Disk Activities

List disks

`List disks` displays all possible disk drives along with the name of the current disk found in each drive. This prompt is given:

Ignore non-existent drives? No Yes

Non-existent drives are second drives that are not physically present, but are listed by AppleWorks anyway. For example, a IIc user may have an internal drive, but not an external drive. AppleWorks will list both as valid drives. If you select Yes, the non-existent drives will be removed from AppleWorks' drive list and will not appear until next time you boot AppleWorks.

Copy disks

The Copy a disk option copies any unprotected ProDOS disks of 800K or less. The disks can be 5.25", 3.5" or RAM disks. (See page 20 for a full description of how to use this option.)

Compare disks

The Compare disks option works just like the Copy a disk option, except that the first disk is compared to the second disk instead of copied to it. As soon as a difference is found, the compare stops and you are informed that the disks are different. If they match, you are told exactly that.

Rename directory

The Rename directory option renames the current disk or subdirectory to any legal ProDOS name. It works just like the OPEN-APPLE-N command used to rename the current desktop file in AppleWorks.

Erase a disk

The Erase a disk option erases all files on a ProDOS disk. It is much quicker than either deleting all files or formatting the disk because it simply rebuilds the directory track.

This option can also erase a DOS 3.3 disk to make it a ProDOS blank disk.

Format a disk

The Format a disk option works just like its AppleWorks counterpart, except that the proper blocks are written to the disk so that it may be booted instead of just used as a data disk. To create a bootable disk, follow this procedure:

1. Format a disk with this option.

2. Use the Copy files option to copy *PRODOS* and any desired SYSTEM files to the disk. The order is important, because *PRODOS* will run the first SYSTEM file on a disk whose name ends in ".SYSTEM".

3. Boot the new disk.

Create subdirectory

The Create subdirectory option is similar to its AppleWorks counterpart, except that you don't need to enter a full pathname. When you select this option, the current disk name is read and this menu appears:

```
┌────────────────────────────────────────────────────────────────────┐
│ Disk: Disk 1 (Slot 5)          CREATE SUBDIRECTORY      Escape: Disk Activities │
│ ─────────────────────────────────────────────────────────────────── │
│   ┌──────────────────────────┬─────────────────────────────────┐    │
│   │    FileMaster            │                                 │    │
│   │  ┌───────────────────────┼────────────────────────────┐    │    │
│   │  │    Disk Activities    │                            │    │    │
│   │  │ ┌─────────────────────┼───────────────────────┐    │    │    │
│   │  │ │  Create subdirectory│                       │    │    │    │
│   │  │ │                                             │    │    │    │
│   │  │ │                                             │    │    │    │
│   │  │ │              Create subdirectory at         │    │    │    │
│   │  │ │                    /BLANK        .          │    │    │    │
│   │  │ │                                             │    │    │    │
│   │  │ │                                             │    │    │    │
│   │ └┘ │                                             │    │    │    │
│   │  └─┘                                             │    │    │    │
│   └────┘─────────────────────────────────────────────┘          │    │
│ ─────────────────────────────────────────────────────────────────── │
│ Type subdirectory name:                                1076K Avail.  │
└────────────────────────────────────────────────────────────────────┘
```
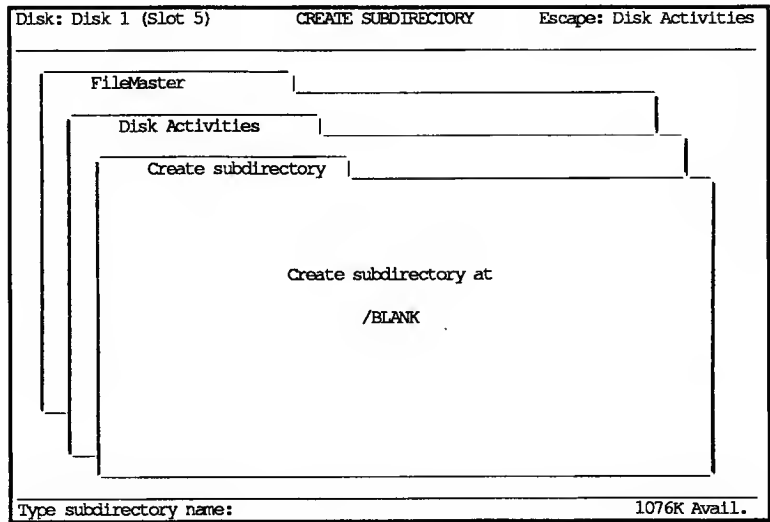
Just type the name of the new subdirectory and it will be created in the current directory. To create a subdirectory in a different directory, press OPEN-APPLE-RETURN when selecting this option from the Disk Activities menu.

Press ESCAPE to return to the Disk Activities menu when you're through creating subdirectories.

Copy a subdirectory

The Copy a subdirectory option allows you to select a
subdirectory for copying. You are prompted for a source disk. Do not
make the subdirectory you wish to copy part of the pathname;
select the disk or directory where that subdirectory is found. After
the source and destination disks are set, a list of subdirectories on
the source disk is displayed. Choose one.

FileMaster creates a subdirectory with that same name on the
destination disk. If a subdirectory by that name already exists, the
copy is aborted. If not, the files from the source subdirectory are
copied in to the new one in the same order that they appear in the
source subdirectory.

Subdirectories within the subdirectory being copied are ignored and
must be copied separately. Only files are copied with this option.

Version

The Version option shows you the version number of FileMaster.
You will need to know the version number if you ever contact Beagle
Bros with questions about FileMaster.

Press the space bar to return to the FileMaster main menu.

Quitting FileMaster

This option returns you to the exact place in AppleWorks where you left from. Press OPEN-APPLE-RETURN if you want to set the AppleWorks data disk to the current FileMaster disk setting.

Directories and pathnames

A directory is simply a disk name or subdirectory name. A pathname (or path) can also be a disk name, but it refers to the entire path leading to a specific directory.

For example, a directory can be "/LETTERS". In this case, the path is also "/LETTERS" because no subdirectories are involved. If we add a subdirectory called "BUSINESS", the pathname would be "/LETTERS/BUSINESS" and the directory would be "BUSINESS". Going a level deeper to a directory called "REPLIES" would give us a path of "/LETTERS/BUSINESS/REPLIES". A word processor file in that directory called "JONES.06.28" could be referred to as "/LETTERS/BUSINESS/REPLIES/JONES.06.28".

When a pathname is used, any file-related commands will act upon the specifed directory, regardless of what drive the disk is in.

AppleWorks also allows you to refer to a disk by location, such as "Disk 1 (Slot 6)". In this case file activities will act upon the disk in the specified drive, regardless of the disk's name. To simplify things, FileMaster calls this a pathname also, even though it's technically just a disk location name. One disadvantage of using disk location names instead of true pathnames is that you are limited to 51 files in a main directory. If you use subdirectories, you are limited only by the space available on the disk.

Thanks for the memory

FileMaster remembers the last source and destination pathnames used for file and disk copying (or comparing). After copying or comparing, you can change to any drive you wish, but when you select the copy option again, the previous drives will be suggested as defaults.

The disk and file paths are kept separately, and FileMaster also keeps track of the pathname in force when you left AppleWorks, so FileMaster actually remembers five pathnames for you.

> *Note: FileMaster handles a maximum of 100 files per directory. If you have more files than that, it's time to add another level of subdirectories anyway.*

The File List

The FileMaster list of files is similiar to the one AppleWorks gives, but adds more detail. A sample list could look like this:

```
┌──────────────────────────────────────────────────────────────────────┐
│                                                                        │
│  ┌─ FileMaster ──────────┐ ┌───────────────────────────────────────┐  │
│  │                       │ │                                       │  │
│  │ ┌─ File Activities ──────┐ ┌──────────────────────────────────┐ │  │
│  │ │                        │ │                                  │ │  │
│  │ │ ┌─ List files ───────────┐ ┌───────────────────────────────┐  │
│  │ │ │ Subdirectory: /BOOT/AW has 76K available                     │
│  │ │ │       Name         Type Lock Bu  Size    Date      Time      │
│  │ │ │ ═══════════════════════════════════════════════════════════  │
│  │ │ │ aaa Macros         Awp  No   +    4K    8/15/87  11:39 pm     │
│  │ │ │ APLWORKS.SYS        Sys  No   +   12K    8/15/87   8:30 pm     │
│  │ │ │ ULTRA.SYSTEM        Sys  No   +    3K    7/03/87   9:35 pm     │
│  │ │ │ DEFAULT.MACROS      Sys  Yes       3K    8/14/87  11:32 am     │
│  │ │ │ LOAD.RAM            Sys  No   +    3K    8/14/87  11:31 am     │
│  │ │ │ Macros Randy        Awp  No        9K    7/07/87  11:07 pm     │
│  │ │ │ SAVE.RAM            Sys  Yes  +    3K    8/14/87  11:31 am     │
│  │ │ │ SEG.00              Sys  No        4K    6/16/86                │
│  │ └ │ SEG.EL              Bin  No        6K    6/16/86                │
│  │   │ SEG.M0              ???  No       23K    6/10/86  11:11 pm     │
│  │   └────────────────────── More ──────────────────────────────────  │
│                                                                        │
│ Use up/down arrows to move through list                   907K Avail. │
└──────────────────────────────────────────────────────────────────────┘
```

Selection Rules

Press OPEN-APPLE-R to set the selection rules. These rules, patterned after the data base selection rules, determine which files are visible on the file list. The current selection rules will be shown, along with your choices for altering the rules.

All displays all files in the current list and cancels any other rules.

Picked will display only files which are currently marked with arrows (selected using the Right arrow key). When you press V to view these files, they will be *unpicked*. This option is provided so that you can isolate a group of files regardless of any characteristics they may have in common. You might need to play with this feature to get a better understanding of how it works.

Changed will display only files that have been altered since they were last copied or backed up by FileMaster (files with a + under the Bu category).

Name gives you the options to display file names beginning with, containing, not containing, or ending with any characters you choose to define. For example, you could list all files beginning with "Sales", or all file names not containing "SEG".

Type gives you the option to display files of only one specified type, or to display all files except for the one specified type.

View redisplays the file list according to the current selection rules. If OPEN-APPLE-R was used, any sorting done with OPEN-APPLE-A or the name move commands will need to be redone.

> *Note: These changes are made in memory only, and do not alter the disk's directory. To create a disk with files in a specific order, use the copy command to copy the files to a new disk in the desired order.*
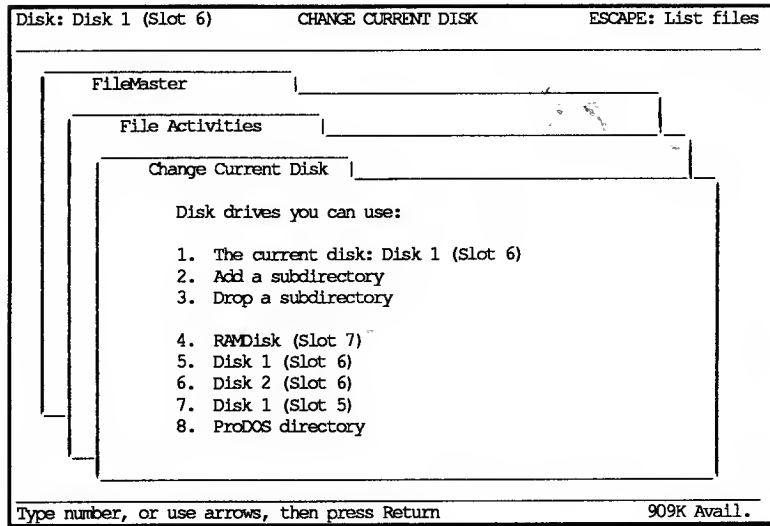
Practical uses

Using the Changed, Name and Type options, programmers can create a macro (with *TimeOut UltraMacros*) to automatically copy changed text files ending in ".S". If this macro is executed after a programming session, all source files which have been altered can be quickly copied from RAM disk to a more stable medium.

Expert Mode

Normally the RETURN key is pressed when the desired files have been selected. If OPEN-APPLE-RETURN is used, you will not be bothered by the "Are you absolutely, positively sure you want to do this?" kinds of questions. Files will then be automatically copied over, renamed or deleted even if they're locked. Use this feature with caution!

Change Current Disk

This option is used by both File Activities and Disk Activities to select new disks or pathnames. You can access this menu at any time by pressing OPEN-APPLE-RETURN when selecting an item on either the File Activities or Disk Activities menus. The menu title (Change Current Disk) may take the form of CHOOSE SOURCE or CHOOSE DESTINATION but the rest will always be a list of disks that you can use for the selected activity:

```
Disk: Disk 1 (Slot 6)          CHANGE CURRENT DISK          ESCAPE: List files
_____

     FileMaster                |_____/_____

        File Activities        |_____  ·  ·  |
                                                                  ·  · ·|
                                                                       ~
           Change Current Disk  |_____|

              Disk drives you can use:

              1.  The current disk: Disk 1 (Slot 6)
              2.  Add a subdirectory
              3.  Drop a subdirectory

              4.  RAMDisk (Slot 7)
              5.  Disk 1 (Slot 6)
              6.  Disk 2 (Slot 6)
              7.  Disk 1 (Slot 5)
              8.  ProDOS directory


_____
Type number, or use arrows, then press Return              909K Avail.
```

The menu is similar to AppleWorks' Change Current Disk
option except that some new options are included. Options 2 and 3
allow you to easily move in and out of subdirectories.

If you wish to make more than one change, such as dropping a
subdirectory and then adding a new one, press OPEN-APPLE-
RETURN when selecting any option in this menu. As long as you
press OPEN-APPLE-RETURN, you will remain at Change
Current Disk for further changes. When you press RETURN
alone, the current drive is used.

The current disk

Pressing RETURN or OPEN-APPLE-RETURN when this option is
highlighted will accept whatever name is displayed. When
dealing with disks (copying, formatting, etc., pathnames will not
be accepted.

Add a subdirectory

This option allows you to add a subdirectory level to the current
path. A list of available subdirectories (files of type "Dir") is
given. Highlight the desired one and press RETURN to add it to
the path. This command will be ignored if FileMaster needs a disk
location name.

Drop a subdirectory

Use this option to back up one level. This command will be ignored
if FileMaster needs a disk location name.

Disk devices

The remaining options are the list of available disks and the
ProDOS directory choice. These work just like their
AppleWorks' counterparts.

Do some experimenting at this menu using OPEN-APPLE-RETURN
to keep trying new options. When you finally press RETURN
instead of OPEN-APPLE-RETURN, the specified drive will be
used.

When you quit to AppleWorks, the original AppleWorks
pathname will be restored. If you press OPEN-APPLE-RETURN to
select the quit option, the AppleWorks data pathname will be
changed to the current FileMaster pathname.

Error Messages

FileMaster's error messages are self-explanatory for the most part. Here's some additonal information about some of them.

Got errors trying to access the file

This error message appears during `File Activities` if FileMaster can't figure out anything more detailed to say. It usually means that a physical disk error occurred.

Illegal Disk Size

This message appears if you try to copy a disk to a smaller disk (i.e. one with a smaller storage capacity). Remember, you are allowed to copy from any disk to a disk of equal or greater capacity.

Disk Error 39

This is the generic `Disk Activities` error. An activity may be cancelled if a disk isn't present in a drive or if there is a physical defect in the disk. The number following `Disk Error` is a ProDOS code which may mean something to you. Then again, it might not.

Appendix
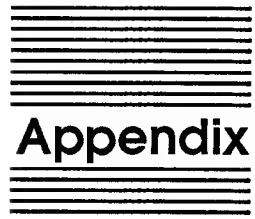
TimeOut Utilities

The TimeOut Utilities application is provided with all TimeOut products. It has several functions that give you a lot more flexibility in using your TimeOut applications.

Using the Utilities

To use the TimeOut Utilities, make sure that the file *TO.UTILITIES* has been copied to your TimeOut applications disk. Start up AppleWorks and press Open-Apple-Escape to call up the TimeOut menu. Select Utilities. You will see the following screen:

```
File: TimeOut Doc                  UTILITIES              Escape: Main Menu
======================================================================

                   TimeOut applications utility options

                   1.  Configure

                   2.  Load to memory

                   3.  Dump from memory

                   4.  Change memory status

                   5.  Change name

                   6.  Sort menu


           TimeOut Utilities Copyright 1987, by Alan Bird   (Version 1.0)
----------------------------------------------------------------------
Type number, or use arrows, then press Return              1027K Avail.
```
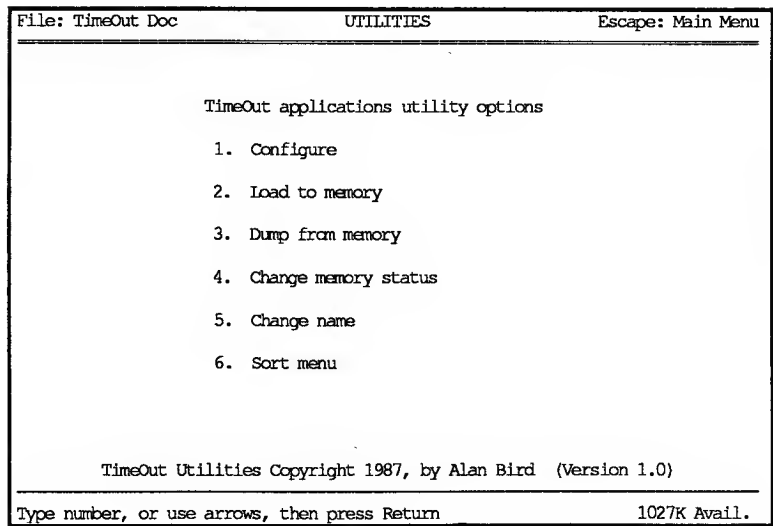
Configure

The Configure option allows you to set new defaults for your TimeOut applications. Configurable options might include printer type, default font, location of files needed by the application, etc. Not all TimeOut applications have configurable options.

To configure an application, select Configure from the Utilities menu. Then select the application you want to configure. You will then see a menu indicating what options may be configured for that particular application. You should also see the current value for each option in brackets [ ].

Select an option that you would like to change. Enter or select the new value for that option. Make sure that the TimeOut applications disk is in a drive so that the application can be updated with the new value. The next time you use the application, it will use the new value that you have supplied.

After you are finished updating configurable options, press Escape to return to the Utilities main menu.

Load to memory

TimeOut applications are either disk-resident or memory-resident. If an application was configured as disk-resident when you started up AppleWorks, you can load it into memory using the Load to memory option. Just select the option from the Utilities menu and select which application you would like to load.

Dump from memory

If you receive a message from AppleWorks indicating that it was unable to complete an option because of insufficient desktop memory, you may need to dump one or more TimeOut applications that are memory-resident. Select Dump from memory from the Utilities menu and select which application you would like to dump. Notice that the amount of free memory indicated in the lower right hand portion of the screen increases with each application you dump. Applications that are *dumped* are returned to disk-resident status for the remainder of the AppleWorks session.

Change memory status

This option allows you to indicate whether a TimeOut application is disk- or memory-resident. Note that this only indicates how the application will be treated when you start up AppleWorks. To load an application into memory or to return it to the disk for the current AppleWorks session, you will need to use the Load to memory option or the Dump from memory option.

Change name

This option allows you to change the name of the application as it appears in the TimeOut menu. The Beagle Bros staff carefully selects a good name for each application. However, you have the flexibility of renaming it if you wish.

If the new name you enter is longer than the old name, the name change will not be reflected in the TimeOut menu until the next time you start up AppleWorks.

Sort Menu

When you apply TimeOut to your *AppleWorks STARTUP* disk, you are given the option of indicating whether or not you want the TimeOut menu automatically sorted by application name. If you choose not to have the menu sorted, you can still sort it after starting up AppleWorks by selecting Sort menu from the Utilities menu.

Misc

Miscellaneous Information

Control-Reset Patch

When you install TimeOut on your AppleWorks Startup disk,
TimeOut makes a patch to AppleWorks so that Control-Reset will
take you to the Main Menu instead of the machine-language
monitor.

Memory usage

You will notice with TimeOut installed that you have less desktop
memory for your AppleWorks documents. TimeOut itself takes up
some of the memory.

Memory-resident TimeOut applications also take up desktop
memory. If you are short on desktop memory, reconfigure your
applications so they are disk-based.

However, for maximum speed, make your TimeOut applications
memory-based or run them from a RAM disk.

Help!
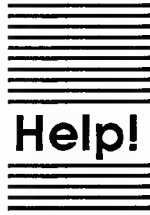
Customer Support Information

If you have questions or problems, you can contact the Beagle Bros Technical Support Staff for expert assistance.

Before calling, check the instruction manual to see if it contains the information you need. Write down a complete description of the problem, the version number of the software, and the names and version numbers of any other AppleWorks enhancement programs you're using.

If you have a modem, you may also receive Tech Support on our 24-hour Customer Support System. The system provides an electronic mail and conferencing system, along with the latest information about product updates and changes.

Technical Support:
   (619) 296-6400   8 am to 5 pm, weekdays (pacific time)

Modem Tech Support:
   (619) 296-6490   24 hours, everyday

Or, you can write to:

Beagle Bros, Inc.
6215 Ferris Square, Suite 100
San Diego, CA 92121

Help!

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